



DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
ADMINISTRATIVE OFFICER**
(Position Code No. 2.010)

FELIX P. CAMACHO
Governor of Guam

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

LOURDES M. PEREZ
Director

JOSEPH C. MANIBUSAN
Deputy Director

ANNOUNCEMENT NO:

DOA33-09

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

APRIL 06, 2009 - APRIL 27, 2009

PAY GRADE:

OPEN: L-1; \$26,520 P/A - L-10; \$39,780 P/A
PROM: L-1; \$26,520 P/A - L-20; \$56,114 P/A

WHO CAN APPLY

Open to all government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

One year of experience in staff administrative work and graduation from a recognized college or university with a Bachelor's degree in public or business administration or related fields; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is moderately complex staff administrative work in providing administrative and support services to management within a department/agency. Employees in this class perform the full range of moderately complex administrative duties, including budget formulation and administration; personnel action transactions; procurement of supplies, materials; and equipment and other support services. Supervision may be exercised over subordinate clerical and other administrative staff support personnel.

**ILLUSTRATIVE
EXAMPLES OF WORK**

Coordinates the preparation and administration of the department/agency budget; examines overall budget estimates for completeness, accuracy and conformance with established guidelines and requirements; recommends adjustments to meet approved budget ceiling; completes grant application and other budgetary documents; monitors the expenditure of funds for budgetary control; prepares periodic financial status and other reports. Coordinates the processing of personnel actions for recruitment, promotions, meritorious step increase, adverse actions, establishment of new positions, and other requests. Prepares work requests and purchases requisitions for office supplies, materials and equipment. Interprets and explains administrative policies, rules, and procedures to employees and supervisors. Compiles statistics and other data for the preparation of the annual and other reports; composes correspondence and other materials. Performs related duties as required.

ADMINISTRATIVE OFFICER

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of general administrative processes and office management practices. Knowledge of management principles, practices and techniques. Ability to make work decisions in accordance with established laws, regulations and other program guidelines. Ability to analyze work problems having an administrative aspect and recommend solutions. Ability to learn, interpret and apply pertinent laws, regulations, and other program guidelines. Ability to supervise the work of others. Ability to prepare fund status reports. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING


Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.govguamdocs.com/doa/index_doa.htm.


For: **CECILIA G. MARTINEZ**, Manager
Human Resources Division

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.



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Deputy Director

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**MERIT OPPORTUNITY JOB ANNOUNCEMENT
DEPARTMENTAL COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
CUSTOMER SERVICE REPRESENTATIVE
(Position Code No. 1.117)**

ANNOUNCEMENT NO:

DOA31-09

AREA OF CONSIDERATION

DEPARTMENT OF ADMINISTRATION

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

MARCH 17, 2009 - APRIL 7, 2009

PAY GRADE:

OPEN: H -1; \$19,974 P/A - H-10; \$29,962 P/A
PROM: H -1; \$19,974 P/A - H-20; \$42,264 P/A

WHO CAN APPLY

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above, can apply. The appointing authority for the above department/agency has identified this position as a career development opportunity for his/her employees. This change in the Department of Administration's application acceptance policy is effective August 23, 2005.

**QUALIFICATION
REQUIREMENTS**

One year of clerical experience involving public contact work and arithmetic computations: or:

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application..

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test(see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is complex public contact work in providing assistance and responding to customer inquiries and request for department and agency services.

CUSTOMER SERVICE REPRESENTATIVE

ILLUSTRATIVE EXAMPLES OF WORK

Accepts applications after insuring applicants fully understand the policies and procedures for services desired; provides information of availability of other types of services. Answers inquiries and resolves complaints; makes applicable adjustments to records and files after securing valid data through investigation, research, or other acceptable means. Assembles information; checks forms, records and applications for accuracy, completion, and conformance with requirements. Prepare daily, weekly, or monthly reports of work activities; maintains pertinent logs. May assist in establishing and maintaining department or agency records and other related files. May assist in the preparation of service orders. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Ability to learn, interpret and apply department or agency policies and procedures. Ability to make decisions in accordance with established policies and other regulations. Ability to perform arithmetic computations. Ability to tactfully handle irate customers and maintain self-control. Ability to communicate effectively. Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.govguamdocs.com/doa/index_doa.htm.


For: **CECILIA G. MARTINEZ**, Manager
Human Resources Division

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Deputy Director

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
DEPUTY CIVIL REGISTRAR**
(Position Code No. 01.239)

ANNOUNCEMENT NO:

DOA36-09

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

APRIL 06, 2009 - APRIL 27, 2009

PAY GRADE:

OPEN: M-1; \$28,678 P/A - M-10; \$43,018 P/A
PROM: M-1; \$28,678 P/A - M-20; \$60,681 P/A

WHO CAN APPLY

Open to all government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

Four years of responsible experience associated in real estate activity and of which one year must have been in a supervisory capacity; and a Bachelor's degree in real estate, law, or business administration; **OR**

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is complex administrative work involved in administering the programs and activities of the Land Records Division of the Department of Land Management.

**ILLUSTRATIVE
EXAMPLES OF WORK**

Directs and administers the functions and activities of the Land Records Division involved in reviewing, maintaining and certifying all documents and/or instruments for the registration of real property. Examines and directs the preparation of instruments and abstracts of titles relative to government land sales, mortgages, leases, exchanges, quitclaim and the issuance of land permits, revocable permits, contracts to deeds, and the preparation of documents for the acquisition of private property for public use. Examines and verifies land registration cases and civil suits filed in court; testifies in court; presents and explains documentary evidence of property as recorded. Reviews records for submerged land use; certified abstracts for condemnation to determine legal ownership. Directors and assures that changes in property listings are accurate and up-to-date for assessment purpose to be submitted to the Real Property and Income Tax Division. Certifies and signs certificates of titles and marginal notations on land records. Director's the proper documentation of fees and assures the proper handling of all monies received for submittal to the Treasurer of Guam. Prepares program budget and reports. Prepares correspondences for the Director's/Governor's signature.

DEPUTY CIVIL REGISTRAR

Handles inquiries and/or complaints from the public regarding any recorded data filed. Evaluates and establishes administrative policies and procedures to improve operational effectiveness. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the techniques and practices employed in the registration and recordation of various transactions relating to real property. Knowledge of the laws, regulations and policies relating to the registration of real property. Ability to administer the programs and activities of the Land Records Division. Ability to make work decisions in accordance with appropriate laws, regulations and program guidelines. Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness. Ability to analyze and interpret legal documents and instruments relating to real property. Ability to interpret and apply pertinent statutory and regulatory requirements. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

WHERE TO APPLY

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For: 
CECILIA G. MARTINEZ, Manager
Human Resources Division

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Governor of Guam

KALEO S. MOYLAN
Lieutenant Governor

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Director

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Deputy Director

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
ENGINEER I**
(Position Code No. 6.260)

ANNOUNCEMENT NO:

DOA37-09

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

APRIL 07, 2009 - APRIL 28, 2009

PAY GRADE:

OPEN: L-1; \$26,520 P/A - L-10; \$39,780 P/A
PROM: L-1; \$26,520 P/A - L-20; \$56,114 P/A

WHO CAN APPLY

Open to government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

Graduation from a recognized college or university with a Bachelor's degree in the field of engineering; or Possession of an Engineer-in-Training certificate from any state or territory of the United States; or One year of experience in the applicable field of engineering acquired under Professional engineering supervision and guidance, and graduation from a recognized college or university with an Associate's degree in engineering; or Graduation from a recognized college or university with a Bachelor's or higher degree in engineering technology, physics, architecture or closely related field.

NATURE OF WORK

This is routine professional civil, mechanical, electrical, telephone, traffic, environmental or architectural engineering work. Employees in this class perform routine professional engineering duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

**ILLUSTRATIVE
EXAMPLES OF WORK**

CIVIL: Designs the preparation of roadway plans involving a variety of conventional features; or performs moderately complex design including features as complex interchanges and intersections, extreme terrain problems or other novel and usual problems. Designs major structures and bridges or performs moderately complex structural engineering work associated with pre-design investigations and preliminary and final design analysis; structurally analyzes and designs determinate and indeterminate structures. Performs stress analyses of components of bridges, culverts, sign supports and special structures; completes structure design including notes and sketches. Supervises and advises structural details on preparation of advance design drawings and reviews plan completed by details; inspects job sites to advise and assist construction personnel with usual structure construction problems. Researches and develops new system and programs for structural engineering applications; implements computer structural program for analyses and computation of moments, shear, reaction, deflection, and stress data. Serves as project engineer on construction projects involving a variety of conventional problems; reviews and inspects construction plans, specifications and sites; oversees staking of projects; resolves routing problems with contractor; recommends approval of conventional changes and work order, referring unusual deviation and problems to supervisor. Develops preliminary plans and studies; develops engineering plans and specifications for all new construction remodeling and major maintenance, construction and inspection personnel in analyzing problems of mechanical problems. Performs non-routine testing of rails, cements, aggregates, highway chemical, butuminous materials and other items. Performs technical inspections such as ultrasonic, penetrant dye and configuration inspection. Collects, reduces, compiles and analyzes test and field data relating to materials and procedure of highway maintenance and construction. Performs related duties as required. **MECHANICAL:** Advises and instructs water works and sewage disposal and industrial waste treatment plan operators on effective methods of operation, necessary and advisable mechanical adjustments and improvements,

ENGINEER I

installation cost and engineering sanitary principles. Consults with employees, management personnel, engineers or local health department personnel on routine matters relating to handling and treatment of wastes, and control and prevention of air, water, noise, and land pollution. Designs mechanical engineering systems for small construction and remodeling projects. Performs hydraulic calculations and design of bridges, culverts, storm sewers, irrigation and inlet layout and sizing; performs drafting of bridge and other hydraulic plans. Performs hydraulic design duties involving the evaluation of engineering information, determining design discharges, reviewing previous designs and procedures. Compiles and authors engineering specifications and agreements; investigates new methods, procedures and materials for possible inclusion into specifications; evaluates engineering and technical to be satisfied in division agreement. Performs administrative engineering work in scheduling, coordinating, facilitating and reviewing highway construction project plans, contracts, authorizations and documents. Prepares reports with recommendations for corrective measures to be taken and makes follow-up investigations. Performs related duties as required. **ELECTRICAL:** Prepares designs, plans, estimates, and performs routine engineering work on specifications associated with pre-design investigation and preliminary and final design analyses. Prepares designs, plans and specification for the construction and maintenance of the island-wide power transmission and distribution lines. Performs calculations applying standard formulae; prepares graphs, curves, and tables for other engineers records factual data test and observation studies; performs drafting and detail designs; and searches technical reports to obtain information. Prepares or analyzes reports and project write-ups for the system in the electrical power generation, transmission and distribution fields. Prepares material estimates for the installation, maintenance, repairs and alteration of electrical system and associated components such as power and light distribution systems; cathodic protection systems; generators' motors, transformers, electrical control devices and instruments; wiring and supportive structures and similar equipment. Performs routine inspection on the systems and components; prepares and maintains inspection reports. Designs electrical engineering system for small construction and remodeling projects. Develops, reviews, and oversees the installation and maintenance of illumination, power transmission systems, electrical machinery and apparatus. Makes recommendations regarding the approval of change orders. Conducts investigations, evaluations, and surveys; prepares feasibility reports and construction cost estimates on special studies of complex design problems. Performs related duties as required. **TELEPHONE:** Prepares designs, plans, estimates, and performs routine engineering work on specifications associated with pre-design investigation and preliminary and final design analyses. Designs, develops, investigates and analyzes engineering projects for traffic, transmission, equipment, and telephone system protection for outside and inside plants. Supervises traffic equipment and arrangement of central office and trunking equipment. Inspects and directs various traffic projects, transmission and protection projects for conformance to plans and specifications. Performs calculations applying standard formulae; prepares graphs, curves, and tables for other engineers; records factual data test and observation studies for the use of traffic equipment. Performs drafting and designs for cable plant or maintenance projects; prepares material and labor estimates and write-up specification for telephone equipment. Maintains records and prepares reports. Performs related duties as required. **TRAFFIC:** Performs traffic engineering design and conducts standard traffic engineering studies. Assembles and analyzes basic data and field information. Develops plans for a part of a major project in accordance with prescribed procedures in a general outline. Computes hazard induces and performs cost/benefit analysis on traffic engineering projects. Participates in special research or investigation to determine traffic flow patterns or characteristics. Designs traffic signals plans which include traffic signal location and phasing, draft signalization plans. Assists in the review of traffic signal plans, specifications, and cost estimates submitted by various local jurisdiction. Performs related duties as required. **ENVIRONMENTAL:** Prepares designs, plans, and estimates; performs routine engineering work on specifications associated with pre-design investigation and preliminary and final design analyses. Conducts surveys of watersheds, water supply systems, and plans, swimming pools, air sanitation and control equipment, industrial waste disposal systems; gathers and interprets engineering data to pollution, contamination, and sanitation, performs the engineering and sanitation aspects of epidemiological investigations. Investigates industrial establishments for the identification of potential environmental hazards or sub-standard sanitary conditions; develops methods and process to alleviate potentially dangerous or harmful conditions; advises owners or managers on corrective measures. Prepares charts and tables for the interpretation of data and prepares reports of findings and analysis. Performs related duties as required. **ARCHITECTURAL:** Reviews complex plans and specifications for feasibility of design. Directs the designing of plans and specifications for local agencies. Consults with architects and engineers regarding architectural and engineering standards. Provides professional advise to field inspectors; assists in field inspection of structures; serves as technical consultant to local agencies, professional and public organization. Makes recommendations regarding the approval of change orders submitted during construction. Develops designs for minor facilities and remodeling projects. Maintains records and prepares reports. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles and practices applied in civil, mechanical, electrical, telephone, traffic, environmental or architectural engineering. Knowledge of a variety of construction materials and their characteristics relating to engineering. Ability to apply local and national building and safety regulatory codes. Ability to estimate building, labor and material costs. Ability to make computations and calculations involving the applications of engineering principles. Ability to interpret and apply pertinent laws, regulations, policies, procedures and other program guidelines. Ability to prepare, interpret, and utilize plans, designs and specifications. Ability to analyze and present technical data in clear, concise engineering reports. Ability to test the quality and suitability of new methods of construction and various types of materials. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and, in writing. Ability to maintain records and prepare reports.

ENGINEER I

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING

This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. {Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.} The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.

For:  **CECILIA G. MARTINEZ**, Manager
Human Resources Division

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MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY,
EXCEPT FOR POSITIONS REQUIRING BONA FIDE
OCCUPATIONAL QUALIFICATIONS.**



DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
PROGRAM COORDINATOR II**
(Position Code No. 2.121)

FELIX P. CAMACHO
Governor of Guam

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

LOURDES M. PEREZ
Director

JOSEPH C. MANIBUSAN
Deputy Director

ANNOUNCEMENT NO:

DOA34-09

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

APRIL 06, 2009 - APRIL 27, 2009

PAY GRADE:

OPEN: L-1; \$26,520 P/A - L-10; \$39,780 P/A
PROM: L-1; \$26,520 P/A - L-20; \$56,114 P/A

WHO CAN APPLY

Open to all government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

One year of experience in planning, developing, coordinating and implementing programs or projects or closely related work and graduation from a recognized college or university with a Bachelor's degree; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is moderately complex technical work involved in planning, developing, implementing or coordinating federally funded or local programs and projects. Employees in this class perform moderately complex technical duties independently on an on-going basis and participates in the full range of complex technical duties under closer supervision.

**ILLUSTRATIVE
EXAMPLES OF WORK**

Participates, studies and assists in the planning, development, implementation, and coordination of Federal Grants and Aids or local programs and projects applicable to Guam; prepares digest of basic provisions and matching financial requirements, and checks federal registers, pamphlets, manuals, reports, regional conferences, congressional bills, hearings, etc., relating to grants and aids. Participates in the development and implementation of comprehensive plans and annual work programs; assists in analyzing and appraising program performance toward obtaining objectives; provides assistance in the technical development of programs, and reviews the proposed projects for completeness in detail, content, methodology, justification and eligibility. Participates in the

PROGRAM COORDINATOR II

preparation of the fiscal year program budget requirements under federal and local programs. Maintains liaison with federal, territorial, and private agencies to insure maximum benefit to programs involved. Ensures that each assigned project has a functional evaluation design; evaluates completed project for cost effectiveness. Collects and analyzes statistical data, prepares program studies and performs research. Performs related duties as assigned.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of the principles and practices of modern public administration. Ability to interpret and apply pertinent program policies, rules and regulations. Ability to apply bookkeeping principles and compilation of statistics. Ability to plan, develop, implement and coordinate federally funded or local projects and programs. Ability to make work decisions in accordance with appropriate program guidelines. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400. In addition job announcements and job application forms are accessible at Department of Administration's website at www.hr.doa.guam.gov. Also job applications can be download from http://www.govguamdocs.com/doa/index_doa.htm.

For: 
CECILIA G. MARTÍNEZ, Manager
Human Resources Division

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FELIX P. CAMACHO
Governor of Guam

MICHAEL W.
CRUZ, M.D.
Lieutenant Governor

LOURDES M. PEREZ
Director

JOSEPH C. MANIBUSAN
Deputy Director

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
REGULATORY EXAMINER I**
(Position Code No. 2.230)

ANNOUNCEMENT NO:

DOA30-09

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

MARCH 17, 2009 - APRIL 7, 2009

PAY GRADE:

OPEN: K-1; \$24,656 P/A - K-10; \$36,984 P/A
PROM: K-1; \$24,656 P/A - K-20; \$52,170 P/A

WHO CAN APPLY

Open to all government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

Graduation from a recognized college or university with a Bachelor's degree in accounting, finance, economics or banking.

**MINIMUM
EDUCATIONAL
QUALIFICATIONS**

"Pursuant to Public Law 27-61, all employment in the service of the government of Guam shall have, as a reasonable measure of job performance, the minimum requirement of a high school diploma or a successful completion of a General Educational Development ("GED") Test, or any equivalent of a general education high school program, or a successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job. This shall apply to individuals hired after May 17, 2002. This requirement does not apply to incumbent employees hired prior to May 17, 2002 if applying for positions in the same class series."

**SUITABILITY
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**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be **conditional** pending submission of a recent police and court clearance, and taking and passing a drug test (see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is routine professional auditing work involved in the examination of records and transactions of banks, savings and loan associations, security and real estate brokers, investment insurance, and real estate companies to assure compliance with governing laws and regulations. Employees in this class perform routine professional examination duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

REGULATORY EXAMINER I

ILLUSTRATIVE EXAMPLES OF WORK

Conducts routine examinations and analysis of records of financial institutions such as banks trust and mutual savings companies, finance companies, or other financial institutions that are under the jurisdiction of the Government of Guam Banking Laws and Regulations; checks and verifies documents and records of cash, loans, investments with other institutions, or records of resources, loan collateral documents, deposits records, abandoned property (escheat) documentations and other sensitive records. Prepares reports of audit findings stipulating the conditions of resources and liabilities, management practices, policy or standard procedures of transacting business; identifies and provides the specifics of the law when violated. Examines and analyzes applications, including reports and documents for the registration of securities; informs applicants of registration standard and laws; reviews corporation exhibits and inspects records of security dealers and insurers. Conducts routine examinations of insurance companies, fraternal organizations, mutual benefit hospital and medical associations; and domestic insurance rating organizations to determine soundness of management and policies in compliance with the law; examines and audits insurance agencies to verify compliance with insurance laws; assists in the annual audit of all insurance organization's premium tax, financial and operating statements, collection of all premium taxes, and the preparation of annual reports. Inspects brokerage offices to determine compliance with real estate laws; evaluates real estates closing for correctness; interviews subdivides; audits trust accounts for proper accounting of monies held. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of principles and practices of accounting and auditing, particularly those applicable to banks and other financial institutions, insurance companies or security dealers. Ability to learn, interpret and apply pertinent laws, rules and related guidelines governing the operation of banks and other financial institutions; insurance companies or security dealers, and real estate brokers and companies. Ability to analyze financial statements and reports of business concerns for compliance with requirements. Ability to prepare audit reports and to develop sound criticisms and recommendations. Ability to work effectively with the public and employees. Ability to handle confidential information. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING

Applicants selected for and offered employment with the government of Guam shall undergo and pass a mandatory drug test before being employed.

WHERE TO APPLY

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DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

**MERIT OPPORTUNITY JOB ANNOUNCEMENT
DEPARTMENTAL COMPETITIVE EXAMINATION**

**TO ESTABLISH A LIST FOR THE POSITION OF
WORKER'S COMPENSATION EXAMINER II**

(Position Code No. 3.239)

ANNOUNCEMENT NO:

DOA35-09

AREA OF CONSIDERATION:

DEPARTMENT OF LABOR

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

APRIL 06, 2009 - APRIL 27, 2009

PAY GRADE:

OPEN: K-1; \$24,656 P/A - K-10; \$36,984 P/A
PROM: K-1; \$24,656 P/A - K-20; \$56,114 P/A

WHO CAN APPLY

Only permanent, government of Guam employees from the department or agency as identified in the area of consideration above, can apply. The appointing authority for the above department/agency has identified this position as a career development opportunity for his/her employees. This change in the Department of Administration's application acceptance policy is effective August 23, 2005.

**QUALIFICATION
REQUIREMENTS**

Two (2) Years of progressively responsible experience in the adjustment of claims and graduation from a recognized college or university with a bachelor's degree in business or public administration; or

Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

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NATURE OF WORK

This is technical work in the review, analysis, and adjudication of claims involving compensation pursuant to the Guam Worker's Compensation Law.

**ILLUSTRATIVE
EXAMPLES OF WORK**

Reviews and analyzes occupational accident reports, police and safety investigative reports, claims, affidavits, etc.; recommends approval/disapproval; determines compensability of claims filed for workers compensation benefits. Reviews and analyzes referrals by the Worker's Compensation Examiner I to ensure that parties in interest to specific reported injuries are afforded their statutory rights and privileges. Reviews documents filed in support of or in opposition to alleged occupational injuries, i.e., medical evaluations and extracts, physio, and/or psychological examination summaries, chiropractic and physical rehabilitation reports, to determine dependency status of possible benefit recipients; notifies all parties-in-interest of

WORKER'S COMPENSATION EXAMINER I

such determinations. Encumbers funds for disability and death benefit compensation including payment for professional medical services including, but not limited to, examinations, treatment, vocational rehabilitation, hospitalization, etc. Conduct informal conferences with the injured employee, employer, insurance carrier, and their respective legal counsel amicably dispose of controversies, narrow the issues, and to simplify methods of proof. Refers to the Worker's Compensation Examiner Supervisor contested cases requiring formal hearing and the appraisal of details representative of each case to be formally heard. Testifies as an expert witness in formal hearings or court cases. Monitors employer and carrier compliance with the Worker's Compensation Law, regulations, and policies, etc. Performs related duties as required.

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of Worker's Compensation law, rules, procedures and related policies and guidelines. Knowledge of the principles of fair hearings. Ability to analyze and evaluate and make sound recommendations regarding such evidentiary matters. Ability to interpret and apply pertinent laws, regulations and policies. Ability to work effectively with the public and employees. Ability to communicate effectively. Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

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